**Appendix of Diocese of Leicester Specifications.**

**Outings and Overnight Events**

For all events when children and young people are taken off the church premises:

▶ A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children.

▶ Parents should be informed in writing of the arrangements.

▶ The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.

▶ If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going astray because of false assumptions that someone else has taken them.

**Overnight events**

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimize the risks for children or young people and workers.

All of the above bullet-points should apply. In addition the following best practice should be followed:

**Risk assessment**

▶ Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing etc.

▶ Are there sufficient fire exits from the sleeping accommodation in the event of a fire?

▶ Are all of the workers conversant with the procedures in the event of a fire?

▶ Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc).

**Parental consent**

▶ Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.

▶ A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.

▶ Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.

▶ Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child’s doctor and consent for emergency medical treatment.

▶ Consideration should be given to having a meeting with parents/carers prior to the event.

**Sleeping arrangements**

▶ Males and females should sleep separately.

▶ If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.

▶ Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

**Checklist for Residential Activities**

▶ The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:

▶ At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate.

▶ The person responsible for catering should hold a Basic Food Hygiene Certificate.

▶ Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.

▶ Check the building and know where water, electricity and gas can be turned off.

**▶ Fire safety**

◊ Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.

◊ Know where the fire extinguishers are.

◊ A Location Specific Plan should be displayed alongside the Fire Notice in each room.

◊ Church halls and rooms used for sleeping larger numbers of people must have two means of exit.

▶ Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.

▶ It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also it is helpful to inform the fi re brigade.

▶ Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child’s doctor and consenting to emergency medical treatment.

▶ Residential activities must have safety rules.

◊ Letting adults know where you are.

◊ Not entering the kitchen without asking the cook, etc.

▶ Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a ‘kit list’ for residential activities.

▶ Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

*This information comes from the Baptist Union of Great Britain website and is used with permission.*

**The Multi-Generational Dramatic or Musical Production**

The experience of putting on a dramatic or musical production that brings the whole church family together can be a powerful way of building relationships across the church family. However, care should be taken that the church’s Safeguarding Children

Policy is not compromised during the process, thus putting children or young people at risk. However, neither should fears about safeguarding issues make such a project unworkable, because it is thought that everyone who has any kind of contact with children or young people will have to have a DBS Disclosure.

Children and young people will be appropriately protected if the following guidelines are followed:

▶ Named people will be responsible for the care and welfare of children and young people during the rehearsals and production;

▶ These people will be appointed under the procedures laid down under the church’s Safeguarding Children Policy and will be fully conversant with the church’s policy and procedures;

▶ At least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself;

▶ These named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

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**Guidelines For Bellringers, Church Musicians And Servers**

▶ Arrangements for children and young people involved in bell-ringing, church music and serving must comply with the Child Safeguarding Policy. This applies equally where these groups are mixed-age groups, although the situation regarding DBS checks may be different for such groups (see the Safer Recruitment Policy).

▶ Adults involved in mixed-age activities should be made aware of safeguarding procedures.

▶ Where it is known that somebody has been convicted of an offence against a child or young person an agreement must be put in place with the assistance of the Bishop’s Adviser so as to ensure that they will not be allowed unregulated or unsupervised participation in church activities involving children or young people.

▶ There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.

▶ If separate tuition is provided to individual children or young people or in groups then DBS checks must be obtained. This is the case even if a parent is present as chaperone.

▶ A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity e.g. arrangements for weddings, dropping off and collecting, what, if any, physical contact will be needed during training.

▶ The leader of the activity must keep a register of those under 18. Consent forms must be signed by a parent/guardian/carer for any outings or holidays.

▶ Safety must be a priority in the bell tower or organ loft and awareness is needed of the insurance requirements for the activity, which will include an appropriate risk assessment.

▶ If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. Isolated situations where no other adults are in the vicinity must be avoided. The PCC should do all it can to ensure that a clear distinction is drawn between church activities and private lessons.

**Guidelines For Transport For Children And Young People Where This Is Arranged By The Church**

**Transport by car**

▶ Another adult should always be present in addition to the driver. It is possible to transport a child without another adult present where failure to do so would put the child at risk, e.g. they would be left on their own waiting to be picked up. Where this happens the driver must make reasonable eff orts to contact the parents/guardians/carers to explain the situation and seek their agreement and the child must sit in the back. Any such situations should be reported to the Child Safeguarding Coordinator.

▶ All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.

▶ Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative would be to leave the child or young person in a potentially unsafe situation.

▶ Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.

▶ The insurance of all cars used to transport children should be fully comprehensive.

▶ All cars should be in a roadworthy condition.

▶ All children must wear suitable seatbelts. If there are no seatbelts, then children should not be carried.

▶ Any driver who has been convicted of driving offences (other than minor ones) should not transport children.

▶ Where possible, a signed undertaking, covering the above issues, should be obtained from those people who are prepared to transport children in their cars.

**Transport by minibus or coach**

▶ The minibus or coach must be fitted with seatbelts throughout.

▶ All children must have a proper seat.

▶ Laws respecting booster seats and child restraints must be respected.

▶ An escort must always accompany the children or young people. It is best that they are seated near to the door. They should check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult should also supervise the boarding and alighting to and from the vehicle.

**Use of Photographs and Images**

The taking and using of photographs and images of children on websites and other publications

The taking and publishing of photographs of children is usually enjoyed by children and parents and can bring good publicity, but there are some important issues to note. Issues are the same for still photographs, videos and films, and regardless of the particular technology used. For convenience they are all referred to as images.

Images count as personal data under the Data Protection Act 1998. It is therefore important that the consent of the parents/guardians/carers is obtained for the taking and use of images.

Youth/children’s leaders and those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

▶ If individual children are identified, it would be possible for paedophiles to use the images to target prospective victims;

▶ Some children may have been subject to disputed custody matters, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;

▶ Photographs which are taken or turned into digital images can be manipulated to create child pornography.

**Advice and good practice guide for the taking and using of images**

▶ Consider using models or illustrations instead of photographs if you are promoting an activity.

▶ Obtain parental permission before taking images of their child taking part:

◊ In activities at their club or organisation which is held on a regular basis. This can be asked for with the annual consent form for attending the club.

◊ In activities at an event or when off site on an outing or organised holiday.

◊ At a holiday club.

▶ It is the leader’s responsibility to see that children are not included in photographs if consent has not been given.

▶ Avoid the use of both first name and surname of individuals in a group photograph. Use a general caption instead e.g.

‘Making Christmas Decorations’.

▶ If the child is fully named in print, avoid using their photograph.

▶ If a photograph is used, avoid fully naming the child.

▶ After taking photographs, ask for parental permission to use an image of their child if you wish to use it for promotional purposes. This ensures that parents are aware of the way the image of their child is representing the organisation or activity.

▶ Consider also asking for the child’s permission to use their image.

▶ To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.

**Guidelines for the use of photographers (e.g. for a local newspaper) at events**

▶ Provide a clear brief about what is considered appropriate in terms of content.

▶ Issue the photographer with identification, which must be worn at all times.

▶ Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.

▶ Do not allow unsupervised access to children or one-to-one photo sessions at events.

**Photographs at a public event**

It is necessary to exercise common sense in the application of these guidelines in the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus. It would not be practicable to obtain the prior consent of everyone concerned, nor is this required by data protection law. It is still appropriate to consider carefully where and how such photographs are displayed.

Parents attending an activity, if you give them permission, are allowed to take visual images as long as they are only for their own private use e.g. for a family album. This information can be communicated to them by the circular or invitation to the activity before it takes place.

Please Note: It is the person taking visual images for personal use that shall be held responsible for any unlawful processing or misuse.

**Filming and Videos**

Often a number of sequences are taken by the person(s) producing the video/CD/webcam. Once the final version has been produced it is advisable that further permission is sought from the parents/guardian/carer and they should be given an opportunity to view it before it is shown to a wider audience. This is in case they have any objections as to how their child has been portrayed and the context in which images of him/her have been used.

**The Internet and Websites**

Apply an increased level of consideration to the images of children and young people on a church or other website. Once it has been decided which visual images to use for these purposes parental consent should be obtained for use in this context.

**Concerns about use of images**

Concerns about the way in which images are used should be dealt with in the same way as any other child protection concerns.

**An Independent Person**

An Independent Person is nominated to act as somebody to whom children may talk to about any problems in the event that this cannot be done by the Safeguarding Co-ordinator or through other arrangements.

**Contact numbers for Children & Adult services in Leicester,**

**Leicestershire & Rutland:**

* Leicester City Children and Adults Services (incl. out of hours for Children’s Services) 0116 454 1004
* Leicester City and Leicestershire Adult Services out of hours – 0116 454 1004
* Leicestershire Children’s Service (incl. out of hours) – 0116 232 3232
* Leicestershire Adult Services (daytime) – 0116 305 0004
* Rutland Children’s Services (daytime) – 01572 758 307
* Rutland Adult Services (daytime) – 01572 758 122
* Rutland Children’s Services (out of hours) – 0116 305 0005
* Rutland Adult Services (out of hours) – 0116 255 1606
* UAVA (United Against Violence and Abuse) – 0808 8020028

### **The Leicester Diocesan Safeguarding Team is**:

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* **ThirtyOne:Eight** (out of hours) – 0303 003111

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